

Week wise distribution of
Syllabus for (2009-10)
Business studies-class-XII

SN	Duration	No. of days	Topics to be covered
1	01-04-2009 To 04-04-2009	3Days	<u>Unit-1</u> Nature and significance of management Management-concept, objectives, importance Management as science, art, profession
2	06-04-2009 To 11-04-2009	3Days	Levels of management Management functions-planning, organizing, staffing
3	13-04-2009 To 18-04-2009	6Days	Management functions -directing and controlling Co-ordination-nature and importance <u>Unit-II Principles of management</u> :-meaning nature, significance
4	20-04-2009 To 25-04-2009	6Days	Fayols principles of management Tailors scientific management-principles and techniques
5	27-04-2009 To 30-04-2009	4Days	Tailors scientific management-principles and techniques <u>Unit-III</u> business environment business environment-meaning and importance dimensions of business environment-economic social, technological, political and legal
6	01-05-2009 To 30-06-2009		Summer vacation
7	01-07-2009 To 04-07-2009	4Days	Business environment Economic environment in India; impact of government policy Changes on business and industry with special reference to adoption of the polices of liberalization ,privatization & globalization
8	06-07-2009 To 11-07-2009	5Days	Economic environment in India(continue) <u>Unit-IV</u> Planning Meaning ,features, importance, limitations, planning process Types of plans-objectives, strategy, policy
9	13-07-2009 To 18-07-2009	6Days	Types of plans-procedure, method ,rule, budget programme <u>Unit-V</u> Organizing Meaning and importance Steps in the process of organizing Structure of organization .functional and divisional
10	20-07-2009 To 25-07-2009	6Days	Formal and informal organization Delegation ,meaning ,elements and importance Decentralization-meaning and importance
11	27-07-2009 To 01-08-2009	6Days	<u>Unit-VI</u> staffing Meaning and importance of staffing Staffing as a part of human resource managem ent

12	03-08-2009 To 08-08-2009	5Days	Staffing process Recruitment –meaning and sources Selection-meaning and process
13	10-08-2009 To 15-08-2009	4 Days	Training and development – meaning and needs Methods of training
14	17-08-2009 To 22-08-2009	6 Days	<u>UNIT-VII</u> : Directing Meaning, importance and principles Elements of Directing <ul style="list-style-type: none"> • Supervision :- Meaning and importance • Motivation :- Meaning and importance, Maslow’s hierarchy of needs; Financial and Non -financial incentives
15	24-08-2009 To 29-08-2009 And 31-08-2009	6 Days	<ul style="list-style-type: none"> • Leadership : Meaning, importance, qualities Of a good leader • Communication : meaning, importance, formal and informal communication, barriers to effective communication <u>UNIT VIII-</u> : Controlling Meaning and importance Relationship between planning and controlling
16	1-09-2009 To 4-09-2009	3 Days	Steps in the process of control Technique of controlling : Budgetary control <u>UNIT-IX</u> : Financial management Meaning, role, objectives of financial management
17	4-09-2009		1stCCEP Examination
18	5-09-2009	1 Day	<u>UNIT-IX</u> Will be continued
19	7-09-2009 To 9-09-2009	3 Days	Financial decisions : meaning and factors affecting Financial planning : meaning and importance
20	10-09-2009 To 18-09-2009		1 st Terminal Examination
21	19-09-2009 To 28-09-2009		Autumn Break
22	29-09-2009 To 3-10-2009	4Days	Capital Structure : meaning and factors Fixed and working capital :- meaning and factors affecting its requirements
23	5-10-2009 To 10-10-2009	5 Days	Fixed and working capital : meaning and factors affecting its requirements (continue) <u>UNIT-X:</u> Financial markets Concept of financial market : money market and its instruments Capital market and types : primary and secondary market
24	12-10-2009 To 17-10-2009	5 Days	Distinction between capital market and money market Stock Exchange :- meaning, functions, NSEI, OCTEI, Trading procedure

25	19-10-2009 To 24-10-2009	6 Days	securities and exchange board of India (SEBI)- objectives and functions UNIT XI – Marketing management: marketing: meaning ,function and role, marketing and selling, marketing management philosophies
26	26-09-2009 TO 31-09-2009	6Days	Marketing mix-elements product ,nature ,classification, branding labeling and packaging Price:-factors determining fixation of price Physical distribution :-elements channels of distribution ,types ,functions choice of channels
27	02-11-2009 To 07-11-2009	5Days	Promotion:-elements of promotion mix Advertising-role, limitations, objections against advertising Personal selling:-meaning, importance Sales promotion:-merits ,limitations, methods Publicity-meaning and role
28	09-11-2009 To 14-11-2009	5Days	Unit-XII (consumer protection) Importance of consumer protection Consumer rights Consumer responsibility
29	16-11-2009 To 21-11-2009	6Days	Ways and means of consumer protection: consumer awareness legal redressal with reference to consumer protection act Role of consumer organizations and NGOS Revision work
30	23-11-2009 TO 30-11-2009	6Days	Revision work
31	01-11-2009 To 05-12-2009	5Days	Revision work
32	07-12-2009 To 14-12-2009	5Days	Revision work
33	15-12-2009 To 22-12-2009		IInd term exam
33	23-12-2009 To 24-12-2009		Discussion of second term paper
34	25-12-2009 To 31-12-2009		Winter break
35	01-01-2010 To 02-01-2010	2 days	Revision of unit-1
36	04-01-2009 To 09-01-2010	5Days	Revision work(unit-2,3)
37	11-01-2010 To 14-01-2009	4Days	Revision work(unit-4,5,6)

38	15-01-2010 To 25-01-2010		Pre board examination
39	26-01-2010 To 30-01-2010	4Days	Revision work unit-7,8
40	01-02-2010 To 06-02-2010	6Days	Revision work unit9,10
41	08-02-2010 To 13-02-2010	5Days	Revision work unit-11,12
42	15-02-2010 To 20-02-2010	6Days	Revision work of CBSE sample papers